

STATE: Kansas
PROJECT TITLE: Federal Aid Coordination
GRANT NO.: FW-12-C
AMENDMENT NO.: 7
COORDINATOR: Carl Magnuson
GRANT PERIOD: 7/1/09-6/30/10
FAIMS NO.: FW-12-C-16, Ame. 0

Reason for Amendment: An amendment is needed to obligate funding for the period of July 1, 2009 through June 30, 2010..

I. NEED

Federal Aid Coordination is an essential activity for the operation of the Kansas Department of Wildlife and Parks to insure the accuracy of spending on federal grants and to insure the integrity of hunting and fishing license revenues. Federal Aid Coordination has been a function within the department since the 1930's, with the passage of the Federal Aid in Wildlife Restoration Act. The function of Federal Aid Coordination is managed within the Planning Section of the department because the two functions are intertwined through the agency's Strategic Planning process.

Federal Aid Coordination plays a vital role in assisting the department to accomplish its mission. As a public steward of the Kansas natural resources, the mission of the Department of Wildlife and Parks is to: "Conserve and enhance Kansas natural heritage, its wildlife and its habitats to ensure future generations the benefits of the state's diverse, living resources; Provide the public with opportunities for the use and appreciation of the natural resources of Kansas, consistent with the conservation of those resources; Inform the public of the status of the natural resources of Kansas to promote understanding and gain assistance in achieving this mission."

The complexity of Federal Aid in Sportfish and Wildlife Restoration, State Wildlife Grants, Section 6 Threatened and Endangered Species, Clean Vessel Act, Motorboat Access, Outreach and other funded activities necessitates centralized coordination within the Kansas Department of Wildlife and Parks. Coordination of these activities, with other divisions of the department is essential to an efficient and productive program. Liaison must be provided within the department, with various other agencies, universities, nonprofit organizations, private contractors and with the Division of Federal Aid of the U.S. fish and Wildlife Service to ensure prompt and effective handling of project activities and issues.

The various Federal Aid programs play a vital role in accomplishing the department's mission by providing financial assistance as needed for a multi-faceted program including fish and wildlife management, surveys and inventories, fish and wildlife research, development projects such as dam repairs, fishing and hunting access, motorboat access, hatchery operations and maintenance, aquatic and hunter education, land acquisition, and planning and project coordination. It is appropriate to utilize Federal Aid funds to help finance the Federal Aid Coordination function that is instrumental to ensuring the proper use of Federal Aid funds as described above.

Since passage of the Wallop-Breaux amendment to the Federal Aid in Sportfish Restoration Act in 1984, Federal Aid funds apportioned to Kansas have increased from \$2 million annually to approximately \$11.65 million annually. This includes \$5.65 million for Sportfish Restoration and \$5.99 million for Wildlife Restoration. In addition, the State Wildlife Grant program is responsible for directing approximately \$900,000 to the Department annually for the preservation of sensitive and endangered species. Federal Aid Coordination involves oversight of the department's state hunting and fishing license revenues, which account for another 49 percent of the budget. Federal Aid funds are utilized in several sections and regions within the department, and are critical to the agency's ability to accomplish its mission. Loss of these funds for any reason, including improper administration, would be catastrophic for the department.

II. OBJECTIVES

1. To establish and maintain management control systems adequate to meet the Requirements for participation in the department's Federal Aid in Sportfish and Wildlife Restoration programs as well as the State Wildlife Grant program.
2. To ensure the accuracy and integrity of the department's hunting and fishing license revenues and ensure that the use of those funds are in compliance with state and federal regulations.
3. To ensure agency personnel are adequately trained in the aspects of grant writing, management, accounting, and compliance, and in the preparation of required grant performance documentation.
4. To maintain a level of communication with agency staff, U.S. Fish and Wildlife Service-Federal Aid personnel and other parties who participate in the Federal Aid process to insure issues are addressed in a timely and efficient manner.

III. EXPECTED RESULTS AND BENEFITS

Federal Aid Coordination will provide the staff, procedures, and oversight to ensure that the State of Kansas meets its responsibilities for participation in the Federal Aid programs. These activities will include apportionment planning, activity planning, training, record keeping, reporting, accounting detail, and coordination of Federal Aid activities with other state and federal programs.

Through effective management of the Federal Aid programs, the state's fish and wildlife resources will benefit from the approximately \$11.65 million of federal funds available annually from these programs. This will result in increased recreation resources for Kansas anglers and hunters.

IV. APPROACH

Background-Department Organization (See Attachment 1)

The administrative head of the department is the Secretary. To assist in administering the department, the Secretary has two Assistant Secretaries. One Assistant Secretary is in charge of Operations Divisions (Fish and Wildlife, Parks, and Law Enforcement) and Operations Sections (Information/Education and Environmental Services.) The other Assistant Secretary is in charge of Administration, which includes the Administrative Services Division and Personnel, Budget, and Engineering Sections. The Secretary also is Responsible for the Executive Services Division which includes a Natural Resources Coordinator, Legal Counsel, and the Planning and Federal Aid Section. The Kansas Wildlife and Parks Commission affiliated with the department. The seven-member commission generally meets bi-monthly and is responsible for establishing hunting, trapping, park and boating regulations. Commissioners are appointed by the Governor and serve staggered 4-year terms.

The Federal Aid Coordinator reports to the Senior Planner who is in charge of the Planning and Federal Aid Section. The Federal Aid Section also includes the Federal Aid Auditor who assists in the auditing and coordination of federal aid grants. The Federal Aid Coordinator devotes approximately 95 percent of staff time to activities directly related to Federal Aid from the Fish and Wildlife Service and approximately 5 percent of staff time to U.S. Coast Guard Recreational Boating Safety grant coordination, in addition to other special projects assigned by the Senior Planner.

Coordination activities facilitate the department's ability to carry out its mission and achieve the objectives previously listed. The following activities comprise the approach to meeting these objectives.

A. Maintain eligibility to participate in Federal Aid programs.

1. The Coordinator monitors State legislation which may have an impact on the basic assent legislation or which may cause a diversion of license fee funds. Monitoring is accomplished by reviewing department summaries of legislation and meeting with the Secretary and Legal Counsel who track and respond to proposed legislation.

Schedule of Work: January - May

2. The Coordinator monitors administrative actions taken which could create a diversion of license fee funds within the agency and promptly seeks advice from the U.S. Fish and Wildlife Service (USFWS), Division of Federal Aid on any question of diversion, and then implements appropriate actions to correct such problems.

Schedule of Work: July - June

3. To assure continued participation in the Endangered Species Conservation Act grant program (Section 6) annually ensure adherence to the terms of the Cooperative Agreement between the USFWS and the State.

Schedule of Work: June

4. Furnish, upon request of the USFWS's Regional Director, information regarding the State laws and the authority of the State to participate in grant programs administered by the USFWS.

Schedule of Work: July - June

5. Conduct an annual apportionment planning process to ensure that all apportionments available to the State are utilized in an efficient manner to protect from possible reversion of Federal Aid funds.

Schedule of Work: July - June

6. Oversee development and implementation of any subgrant programs and procedures. Establish the application procedure and ensure the integrity of subgrant competition and selection.

Schedule of Work: June - July

B. Ensure that project proposals submitted for Federal Aid participation meet applicable program standards.

1. Review each grant proposal to determine if it is for an eligible purpose, meets the test of "substantial in character and design," contains all the necessary components as defined by chapters of the Federal Aid Handbook, and is practical (both biologically and financially) to accomplish the desired results or benefits.

Schedule of Work: July - June

2. Advise and consult with agency personnel to ensure they are adequately trained in grant writing, grant management, knowledge of the agency cost accounting system and its proper use, grant reporting, grant compliance, and other federal regulations that apply to the grant process

Schedule of Work: July - June

3. Attend USFWS-sponsored training courses or informational meetings, including the annual USFWS Region 6 Federal Aid Coordinators meeting, to maintain or enhance the Federal Aid Coordinator's knowledge of the federal grants process and to keep abreast of new changes or policy clarifications regarding the various components of the Federal Aid process.

Schedule of Work: July - June

4. Assist in the development and maintenance of a system of accounting (Cost Accounting System) sufficient to track costs at a minimum of the project level, ensure costs for the approved projects are correctly charged, develop and implement a system of auditing costs charged on a monthly basis, correct erroneous charges before the final drawdown, and reconcile all costs for final reporting.

Schedule of Work: July - June

5. Develop sufficient documentation to conduct periodic drawdowns for approved and eligible costs incurred by the State, maintain adequate supporting documentation for the drawdown, ensure funds are replaced in appropriate state fund accounts, and reconcile all drawdowns for final reporting in Financial Status Reports.

Schedule of Work: July - June

C. Implement and maintain a record keeping system sufficient to ensure all grant activities are completed within allowed timeframes and all supporting documentation is maintained for future audit.

1. Implement and maintain a series of computer databases that track grant timelines, approved costs, due dates, federal obligations, amendments, and other data necessary to insure federal aid grants are conducted and monitored in a timely and efficient manner.

Schedule of Work: July - June

2. Review and complete if necessary, grant closing documents such as Performance Reports, Financial Status reports, Status of Funds Reports, Final Engineering Inspection Reports and Research Reports to ensure all grants are correctly completed, reports submitted within approved timelines, and adequate documentation is maintained for future audit or review.

Schedule of Work: July - June

3. Conduct periodic state field reviews of grant projects to ensure all grant activities are conducted in a manner consistent with the approved grant and work is being done in a timely and efficient manner.

Schedule of Work: July - June

4. Ensure the department protects equipment and supplies purchased with Federal Aid funds from loss, theft, or misuse. Administrative Services Division personnel maintain a computerized property system in Pratt. Secure and maintain adequate office and records storage space and equipment sufficient to conduct the business of federal aid coordination.

Schedule of Work: July - June

5. Assist USFWS personnel or their authorized contract personnel in the conduct of audits, field reviews, or other oversight methods to determine if grants are conducted and completed in an approved manner.

Schedule of Work: July - June

D. Annually certify to the U.S. Fish and Wildlife Service, the number of paid hunting and fishing holders for the purpose of determining annual apportionments to the states.

1. Numbers of license holders are provided to the Federal Aid Coordinator by the Licensing Section of the Administrative Services Division. The Coordinator implements a statistical survey method to account for duplicate license sales at least once every five

years or sooner if a change occurs in the license structure. After review, the annual certification of license holders is provided to the Service within designated timelines or approval is sought for time extensions.

Schedule of Work: April - June

E. Maintain a constant line of communication with USFWS-Federal Aid Personnel to insure that all issues regarding Federal Aid grants and Continued participation in the program are addressed in a timely manner.

1. Conduct a constant process of telephone, e-mail, letter, and personal visits with USFWS-Federal Aid to keep up-to-date communication on the federal aid process.

Schedule of Work: July - June

Major Personnel

Carl Magnuson, Federal Aid Coordinator

Sheila Wells, Federal Aid Auditor

Clerical Support (both temporary & permanent,) Pratt and Topeka offices

Computer Support, Pratt

V. LOCATION

The work activities of federal aid coordination occur statewide. Both the Federal Aid Coordinator and the Federal Aid Auditor are located in the Secretary's Office, 1020 SW Kansas, Suite 200, Topeka, Kansas. Trips also are made to the Pratt Operations Office, 512 SW 25th Avenue, Pratt, Kansas for meetings, training, review and analysis of accounting and equipment files, and cost accounting system reviews. Other project work occurs statewide, but is originated from the Topeka office of the Department.

VI. ESTIMATED COSTS

Grant Agreement FW-12-C-15

July 1, 2009-June 30, 2010

<u>Cost Category</u>	<u>State Share</u>	<u>PR Share</u>	<u>DJ Share</u>	<u>Total Costs</u>
Salaries & Benefits (both temp & perm)	\$ 22,480	\$ 33,720	\$ 33,720	\$ 89,920
Contractual	\$ 3,200	\$ 4,800	\$ 4,800	\$ 12,800
Commodities	\$ 150	\$ 225	\$ 225	\$ 600
Mileage and Travel	\$ 1,550	\$ 2,325	\$ 2,325	\$ 6,200
Capitol Outlay	\$ 300	\$ 450	\$ 450	\$ 1,200
Indirect Costs	\$ 4,654.50	\$ 6,981.75	\$ 6,981.75	\$ 18,618
TOTAL	\$ 32,334.50	\$ 48,501.75	\$ 48,501.75	\$ 129,338

Funds are requested for segment sixteen listed above and would be used to provide support for this project from July 1, 2009 through June 30, 2010. The line item entitled "Wages and Benefits will include pay for the Federal Aid Coordinator, the Federal Aid

Auditor, computer programming support and clerical support. Clerical support may include permanent and temporary personnel in the Pratt and Topeka offices of KDWP.

Project Leader: Carl Magnuson
KDWP
1020 SW Kansas Avenue, Room 200
Topeka, Kansas 66612
(785) 296-1618
carlm@wp.state.ks.us

This proposal is completely covered by categorical exclusion 1.4B(8) and E(1) in 516 DM 2, Appendix 1; and/or 516 DM 6, Appendix 1.

This proposal does not have significant adverse effects on public health or safety.

This proposal does not have significant adverse effects on such natural resources and unique geographic characteristics as historic or cultural resources; park, recreation or refuge lands; wilderness areas; wild or scenic rivers; national natural landmarks; sole or principal drinking water aquifers; prime farmlands; wetlands (Executive Order 11990); floodplains (Executive Order 11988); national monuments; migratory birds (Executive Order 13186); and other ecologically significant or critical areas under Federal ownership or jurisdiction.

This proposal does not have highly controversial environmental effects or involve unresolved conflicts concerning alternative uses of available resources [NEPA Section 102(2)(E)].

This proposal does not have highly uncertain and potentially significant environmental effects or involve unique or unknown environmental risks.

This proposal does not have a precedent for future action or represent a decision in principle about future actions with potentially significant environmental effects.

This proposal does not have a direct relationship to other actions with individually insignificant but cumulatively significant environmental effects.

This proposal does not have significant adverse effects on properties listed or eligible for listing on the National Register of Historic Places as determined by either the bureau or office, the State Historic Preservation Officer, the Tribal Historic Preservation Officer, the Advisory Council on Historic Preservation, or a consulting party under 36 CFR 800.

This proposal does not have significant adverse effects on species listed, or proposed to be listed, on the List of Endangered or Threatened Species, or have significant adverse effects on designated Critical Habitat for these species.

This proposal does not have the possibility of violating a Federal law, or a State, local, or tribal law or requirement imposed for the protection of the environment.

This proposal does not have the possibility for a disproportionately high and adverse effect on low income or minority populations (Executive Order 12898).

This proposal does not have the possibility to limit access to and ceremonial use of Indian sacred sites on Federal lands by Indian religious practitioners or significantly adversely affect the physical integrity of such sacred sites (Executive Order 13007).

This proposal does not have the possibility to significantly contribute to the introduction, continued existence, or spread of noxious weeds or non-native invasive species known to occur in the area or actions that may promote the introduction, growth, or expansion of the range of such species (Federal Noxious Weed Control Act and Executive Order 13112).

May 14, 2008

Mr. Carl Magnuson, Federal Aid Coordinator
Kansas Department of Wildlife & Parks
1020 S. Kansas, Suite 200
Topeka, KS 66612

RE: FW-12-C, Amendment 7 – Federal Aid Coordination

Dear Carl:

We have reviewed the above referenced project for Federal Aid Coordination. Project activities are administrative in nature and include implementing procedures and programs to maintain eligibility in Federal Aid programs and ensure that projects submitted for Federal Aid participation meet program standards and are completed within allowed timeframes. An Environmental Assessment of the activities specified in these projects was not deemed necessary as the work will occur within the guidelines of a categorical exclusion as published by the U.S. Fish and Wildlife Service in 516 DM 8.5, B(8) and E(1). Departmental limitations on the use of categorical exclusions were considered and limitation factors are not present or involved with the proposed actions.

In arriving at this decision, the following items were considered:

1. **Executive Order No. 13112. Invasive Species.** Project activities are administrative only. As such, there will be no introduction of non-indigenous organisms.
2. **Executive Order No. 11988. Floodplain Management.** Project activities are administrative only. As such, there will be no negative floodplain impacts.
3. **Executive Order No. 11990. Protection of Wetlands.** Project activities are administrative only and will not impact wetlands.
4. **Public Law 97-98, Farmland Protection Policy Act.** Project activities are administrative in nature and will not impact farmland.
5. **National Environmental Policy Act of 1969.** Activities conducted as part of this project are administrative in nature and will involve no habitat destruction, animal mortality, or introduction of non-indigenous organisms or contaminants.
6. **Endangered Species Act of 1973.** Project activities are administrative in nature and will have no impact on federally listed threatened, endangered or candidate species (See Attachment A for a list of species considered). Therefore, we have determined that the proposed project will have "No Effect" on any species listed as federally threatened or endangered.
7. **Executive Order No. 12898. Environmental Justice.** This project will not have adverse human health or environmental effects on low-income populations, minority populations, or Indian tribes. Further, no activities associated with this project, or deriving from this project, will contribute to, or provide support for, discrimination of minority communities.
8. **Historical and Cultural Preservation:** Project activities are administrative in nature and no land management activities will occur. Consequently, this project will not impact cultural and historic resources.

Sincerely,

Murray Laubhan, Chief
Environmental Services Section

Attachment A

SPECIES CONSIDERED IN THIS REVIEW:

Endangered Species Act of 1973.

Federally-listed Threatened and Endangered Species

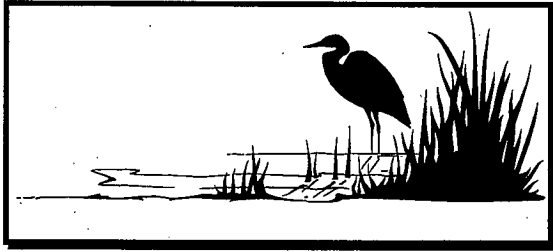
American Burying Beetle (*Necrophorus americanus*)
Arkansas River Shiner (*Notropis girardi*)
Black-capped Vireo (*Vireo atricapillus*)
Black-footed Ferret (*Mustela nigripes*)
Eskimo Curlew (*Numenius borealis*)
Gray Bat (*Myotis grisescens*)
Indiana Bat (*Myotis sodalis*)
Least Tern (*Sterna antillarum*)
Mead's Milkweed (*Asclepias meadii*)
Neosho Madtom (*Noturus placidus*)
Pallid Sturgeon (*Scaphirhynchus albus*)
Piping Plover (*Charadrius melodus*)
Topeka Shiner (*Notropis topeka*)
Western Prairie Fringed Orchid (*Platanthera praeclara*)
Whooping Crane (*Grus americana*)

Federally-listed Proposed Species

None

Federally-listed Candidate Species

Neosho Mucket (*Lampsilis rafinesqueana*)
Sheepnose Mussel (*Plethobasus cyphus*)
Lesser Prairie Chicken (*Tympanuchus pallidicinctus*)
Arkansas Darter (*Etheostoma cragini*)
Spectaclecase (*Cumberlandia monodonta*)



Kansas Department of Wildlife and Parks
Federal Aid Coordination
1020 SW Kansas, Room 200
Topeka, KS 66612

FEDERAL AID GRANT SHPO REVIEW

The Office of Federal Aid Coordination, Kansas Department of Wildlife and Parks have reviewed the following grant in regard to its impact under Section 106 of the Historic Preservation Act. The grant is titled:

Federal Aid Coordination: FW-12-C, Amendment #7

After review, it has been determined that this grant project meets the conditions of an "Excluded Project" as defined in the July 20, 2000 letter from the U.S. Fish and Wildlife Service, Regions 6 Office of Federal Aid. The specific exclusion that pertains to this grant project is:

Coordination, Chapter 3

-no potential to cause effects to historic resources

As defined in this letter, this determination allows the agency to submit this grant application directly to the U.S. Fish and Wildlife Service without having the project reviewed by the State Historic Preservation Office.

If there are questions regarding the basis for this determination, please contact the undersigned.

Terry E. Denker
Chief of Planning and Federal Aid

Date